

# 2026/27 - Local Creativity Grant - Round One

## Form Preview

### Local Creativity Grant

The Local Creativity Grant funds local creative and cultural organisations, groups, and individuals to deliver opportunities for the Penrith community to participate in local creative and cultural life. This grant is open once a year – see [penrith.city/grants](https://penrith.city/grants) for relevant dates.

We encourage applications from First Nations groups, organisations, artists, and collectives, and those that support and celebrate First Nations individuals, communities and culture in Penrith.

Before completing the application form, please ensure you read the [Guidelines](#) in full. It is recommended that you discuss your idea with the Cultural Strategy Officer at Council before applying: [Cultural.Strategy@penrith.city](mailto:Cultural.Strategy@penrith.city) or 4732 7777.

#### **Please note:**

Applicants must not submit the same project or activity to different Penrith City Council Community Funding Program grant opportunities. Applications should be carefully aligned to the most appropriate grant opportunity. It is recommended that you discuss your idea with the appropriate grant administrator/s.

An organisation may only submit two applications for a Local Creativity Grant per round, unless acting as an auspice. Applicants that possess the same ABN will be regarded as coming from the same organisation. This form is designed to be filled out by the auspicee, not the organisation acting as the auspice. Please contact Council if your auspice arrangement stipulates that the auspice should complete the application form.

### 1.0 Applicant Details

\* indicates a required field

#### **Are you applying as: \***

- an individual professional artist with an ABN
- an incorporated group, collective or organisation
- an unincorporated group or collective with evidence of auspice from an incorporated organisation that has an ABN
- Other:

#### **Applicant Project Contact \***

- Individual
  - Organisation
- Organisation Name

Title      First Name      Last Name

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### Position \*

Job title/position of contact person.

### Are you a Delegated Signatory for this organisation?

Yes  No

The application must be submitted, or have approval to be submitted, by an authorised officer (e.g., CEO, General Manager, or Board President)

### Contact Address \*

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.  
Street address for Organisation/Collective/Group.

### If you are not a delegated signatory, please upload delegation evidence or letter of confirmation by delegated signatory.

Attach a file:

(E.g. Upload a letter approving the application on behalf of the organisation)

### Email Address \*

Must be an email address.  
Primary contact..

### Contact Number \*

Must be an Australian phone number.  
Primary contact. If providing a landline number be sure to include area code e.g., (02) 4732 7777.

## Individual Artist Details

### Describe your practice and experience. \*

Word count:

Must be no more than 200 words.  
Tell us about your creative practice.

### Supporting Documentation

Attach a file:

Upload supporting information e.g. artist bio/CV, images of your work, or provide links below.

### Additional Supporting Information (optional)

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Add links to website, social media, etc.

## Groups and Organisations

**Describe the purpose and experience of your group or organisation.**

Word count:

Must be no more than 250 words.

## 2.0 ABN Details

\* indicates a required field

**In order to be eligible, please confirm the applicant \***

- Is not a school or other government agency. However, groups associated with schools for example Parent & Friend Committees are eligible to apply.
- Does not have overdue progress or acquittal reports for previous Penrith City Council grants.
- Does not have outstanding debt with Penrith City Council.
- Is not submitting more than 2 grant applications in this grant round.

At least 4 choices must be selected.

## Not-for-Profit Status

**Is your organisation a registered not-for-profit with NSW Fair Trading, ASIC or ACNC (Australian Charities and Not-for-profits Commission)? \***

- Yes
- No

## ABN Lookup

**Applicant ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register
ABN
Entity name
ABN status
Entity type

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Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

## Auspice Details

As you are not a registered not-for-profit with NSW Fair Trading, ASIC or ACNC you are required to have an auspice organisation.

Please provide details of your auspice organisation. If you require assistance to find an auspice organisation please get in touch with the Cultural Strategy Officer at Council - Cultural.Strategy@penrith.city or 4732 8588.

### **Auspice \***

Organisation Name

### **Auspice ABN \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### **Contact Person \***

Provide details of the contact person at the auspice organisation.

### **Auspice Address \***

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.

### **Auspice Contact Phone Number \***

Must be an Australian phone number.

If providing a landline number be sure to include area code e.g., (02) 4732 7777.

### **Auspice Contact Email \***

Must be an email address.

Primary contact.

### **Evidence of Auspice \***

Attach a file:

Please provide evidence of auspice agreement.

## 3.0 Funding Requirements

\* indicates a required field

### Acknowledgement

By continuing with this application you acknowledge that the applicant is:

- willing and able to acquire and demonstrate evidence of all required insurance, licenses and approvals.
- willing to enter into an agreement with Penrith City Council and be solely responsible for the delivery of the activity and expenditure of funds.

### Ineligible Activities

#### **Funds cannot be used for any of the below activities:**

- reimbursements for activities already undertaken.
- operating costs associated with running an organisation e.g. salaries and office or computer equipment.
- activities and events that duplicate existing activities of Penrith City Council.
- activities previously funded through other Penrith City Council funds.
- activities that cannot be delivered within 12 months from receipt of funding agreement.
- activities with the sole purpose of fundraising.

#### **Will funds be used for any of the above activities? \***

- Yes  
 No

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### Multiple Applications

**Have you submitted, or do you plan to submit another application for this grant, in this grant round? \***

- Yes  
 No

Applicants may submit two applications per grant round.

### Previous Grant Funding

**Have you previously received funding from Penrith City Council? \***

- Yes  
 No

**Do you have any outstanding reports and/or money with Penrith City Council as a result of previous funding? \***

- Yes  
 No

**Have you already received a Penrith City Council grant for the proposed activity? \***

- Yes  
 No

You may not receive more than one Penrith City Council grant for the same activity. However, applications may be considered if they expand or develop an existing funded activity e.g include a new location or focus community.

## 4.0 Demonstrating the Value of your Activity

\* indicates a required field

### 4.1 Local Creativity Grant Objective/s

**Which of the following best describes your proposed activity's objective/s? \***

- Support the vibrancy of Penrith as a city of creative places and spaces to meet, share, reflect, grow and be curious.  
 Promote creativity and culture that expresses the diversity of Penrith's people.  
 Provide opportunities for local creative groups, organisations and individuals to grow their experience, skills and practice.  
 Build collaboration opportunities between local creatives, groups and organisations.

No more than 2 choices may be selected.

### 4.2 Desired Outcomes from the Activity

What impact will your activity have on participants? Select one cultural outcome and one secondary outcome below:

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### 4.2.1 CULTURAL OUTCOME: Which of the following cultural outcomes will your activity achieve? \*

- Creativity has been stimulated.
- Aesthetic enrichment has been experienced.
- Knowledge, ideas and insights were gained.
- The diversity of cultural expression has been appreciated.
- Sense of belonging to a shared cultural heritage has deepened.

Select one of these cultural outcomes to be measured and evaluated at the completion of your activity. Consider what is possible within the timeframe and available resources

### 4.2.2 SECONDARY OUTCOME: What other outcome will your activity achieve? \*

- Creativity has been stimulated (cultural).
- Aesthetic enrichment has been experienced (cultural).
- Knowledge, ideas and insights were gained (cultural).
- The diversity of cultural expression has been appreciated (cultural).
- Sense of belonging to a shared cultural heritage has been deepened (cultural).
- Wellbeing (physical &/or mental) has improved (social).
- Social connectedness has been enhanced (social).
- Feeling valued has been experienced (social).
- Access to beneficial networks and other resources has increased (governance).
- Agency and voice have been enabled (governmental).
- Employment-enhancing skill development has been facilitated (economic).
- A positive sense of place (built and/or natural environment) has been enhanced (environmental).
- The natural world is valued (environmental).

Select one secondary outcome to measure and evaluate.

## 4.3 Evidence - what you already know

Tell us about your experience, observations and/or research about achieving the two desired outcomes listed in section 4.2 above.

For an example of how to provide your evidence, view the Local Creativity FAQs here: [Local Creativity Grant - Penrith City Council](#)

### Who is the focus community of your proposed activity? \*

- |  |  |
|--|--|
| <input type="checkbox"/> Children                              | <input type="checkbox"/> Socio-economically disadvantaged                |
| <input type="checkbox"/> Young people                          | <input type="checkbox"/> First Nations                                   |
| <input type="checkbox"/> Families                              | <input type="checkbox"/> Women   |
| <input type="checkbox"/> Seniors                               | <input type="checkbox"/> LGBTQI+   |
| <input type="checkbox"/> Culturally and linguistically diverse | <input type="checkbox"/> Local community (suburb, village, street, etc.) |
| <input type="checkbox"/> People with disability                | <input type="checkbox"/> Other: <input type="text"/>                     |

No more than 3 choices may be selected.

### What do you know about achieving the cultural outcome you selected in section 4.2.1 above? \*

Think about your own experience and practice knowledge of achieving this outcome in the past; What do you know about your focus community? You can also draw on research, statistics or other published data.

### **What do you know about achieving the secondary outcome you selected in section 4.2.2 above? \***

Think about your own experience and practice knowledge of achieving this outcome in the past; What do you know about your focus community? You can also draw on research, statistics or other published data.

## 4.4 Theory of Change

Theory of change is a process of thinking through, and documenting, a logical 3-step argument. It helps you decide what activities to undertake, based on why the project is important in the first place.

It is structured like this: "We want to achieve this (desired outcomes from section 4.2) and we know this (your evidence from section 4.3), therefore we will do (... these activities which are the focus of the grant proposal)

For an example of how to shape your theory of change, view the Local Creativity FAQs here: [Local Creativity Grant - Penrith City Council](#)

### **We want to achieve... \***

Word count:

Must be no more than 20 words.

Copy the cultural and secondary outcomes that you selected in section 4.2. Must be no more than 20 words.

### **... and we know this... \***

Word count:

Must be no more than 100 words.

Summarise your evidence from section 4.3. Must be no more than 100 words.

### **... therefore we will do this:**

Think about "what you want to achieve and what you know" - what activity/activities does that logically lead to? That will be the focus of your grant proposal!

## 5.0 Activity & Evaluation Plan

\* indicates a required field

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### Activity Details

#### Activity Title \*

This is a working title and can be changed later.

#### Activity Type \*

- Exhibitions: of arts and objects of all forms
- Performances: of performing arts of all forms
- Publications in all media
- Conferences, lectures, seminars and public talks
- Guided tours or pathways, or 'open-house'
- Gathering, celebration or ceremony
- Commissioning of public art
- Creative community development

How would you best categorise your activity? You must select one activity type.

#### Short Activity Description \*

Word count:

Must be no more than 200 words.

Hint: summarise your theory of change from section 4.4. above.

#### Activity Start Date \*

Must be a date and between 1/10/2026 and 31/10/2027.

#### Activity End Date \*

Must be a date and no later than 31/10/2027.

Please note that the proposed activity must end within 12 months of the funding agreement.

#### What are the key phases or milestones for your activity?

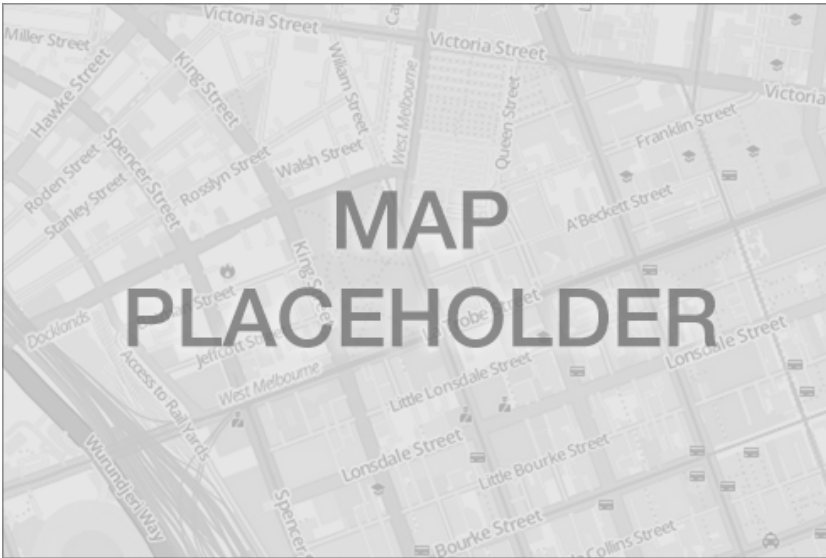
For example, by 10 Oct: sign contract, by 20 Oct: finalise marketing materials and promote project, by 5 Nov: Finalise participant registration etc

#### Where will your activity will take place? \*

Address

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Address Line 1, Suburb/Town, State/Province, and Postcode are required.  
To be eligible for a Local Creativity Grant, you must be a resident of Penrith LGA or a cultural group based in Penrith LGA.

**If your activity will take place in more than one location, please provide details.**

**Name of other venue/s \***

E.g., Jamison Park, Jordan Springs Community Centre, etc. Write N/A if not applicable.

## Evaluation Plan

Governments and publicly funded organisations need to demonstrate the value of our work to the communities we serve.

Evaluation is a systematic way to help us assess our goals, make decisions, and measure achievements, using specific criteria and standards.

Evaluation should not be an afterthought at the end of the project, but a fundamental aspect of its design. That's why at the start of this application form you were asked about the change you want to see - your desired outcomes - so that it remains your guiding light as the project develops.

A good evaluation process is one that engages stakeholders in what matters to them and that provides evidence that is understandable and credible to an outsider. The more survey responses you receive the better you can determine the impact of your activity.

**Who will you ask to provide feedback about your activity? \***

- Participants
- A proxy (people with knowledge of the participants i.e., parents, carers)
- An expert, staff or facilitator (people with knowledge about the activity type and intended outcomes)
- Other:

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### What method of survey will best suit your activity and participants? \*

- Structured interview: directly asking structured outcome questions
- Unstructured interview: storytelling about most significant change
- Questionnaire: written survey
- Focus group: a sample group to conduct in depth interview with
- Mixed methods: reaching consensus through different methods
- Intercept survey: short interventions often in public spaces
- Other:

At least 1 choice must be selected.

What method/s of engagement will best suit the activity, participants, and your resources?

### How many people do you anticipate will benefit as a result of your proposed activity? \*

Must be a number.

Note that more people does not lead to better outcomes.

### How many participants do you expect to be able to include in this evaluation? \*

Must be a number.

## 6.0 Activity Budget

\* indicates a required field

### How much are you requesting from the Local Creativity Grants in this application? \*

Must be a dollar amount and no more than 5000.

For a Local Creativity Grant, you can request up to \$5,000 (excluding GST).

### What is your total activity budget? \*

Must be a dollar amount.

Please provide the total projected cost to run your activity.

### What are the in-kind contributions being made to your activity? \*

Answer N/A if none. In-kind contributions refer to the value of resources, services or support that are provided to an activity at no cost (e.g. volunteer labour, donated materials, free use of facilities).

### Are you applying to other funding bodies for this activity? \*

- Yes
- No

### If yes, how much additional external funding are you seeking for your activity? \*

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Must be a dollar amount.

### Sample Budget of Grant Funding Expenditure

It is important that the Grants Assessment Panel can clearly understand how the grant funds will be spent to deliver your activity. In the table below, describe the items that the requested Penrith City Council grant funds will be expended on, and the expense amount for each item.

The total expenditure amount will auto-populate based on the amounts provided in the table. The total grant funding expenditure amount should be the same as the amount of funding you are seeking from Penrith City Council provided above.

#### EXAMPLE:

**Funding being sought from Penrith City Council:** \$3500

#### Expense Item

#### Expense Amount (\$)

Stage hire

\$2500

MC fee

\$500

Speaker hire

\$500

**Total grant funding expenditure amount:** \$3500

You are also requested to supply your full activity budget and any accompanying quotes in the file upload sections below to provide further context for the grant funding requested.

### Grant Funding Expenditure

Please indicate each of the expense items and their amounts (excluding GST) requested from Penrith City Council. This video can help you prepare your budget, including in-kind items [Grant Writing - Preparing the budget for a grant application](#)

Note: if you are applying as an organisation, grant funding cannot be used to cover staff wages or salaries.

Expense Item	Expense Amount (\$)
	Must be a dollar amount.

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### Total Grant Funding Expenditure Amount

This number/amount is calculated.

Excluding GST. This amount should be the same as the amount of funding you are seeking from Penrith City Council provided above.

### Total Activity Budget

#### Provide a copy of your full activity budget. \*

Attach a file:

### File Upload

#### Provide any quotes or information to support budget

Attach a file:

### Participant Cost

#### If your proposed activity involves participants, will there be any costs associated for participants? \*

- Yes
- No
- N/A if no participants

Will people need to pay to be part of your proposed activity? Council supports no or low-cost activities for equity and inclusion.

#### If yes, please provide the amount (\$).

Must be a number.

### Partial Funding

#### If your proposed activity only received part of the requested funding, could your activity still go ahead in some capacity? \*

- Yes
- No

Sometimes Council is not able to provide all applicants with the full amount of funding requested. Please detail if your proposed activity could proceed with partial funding.

#### Minimum amount required for your activity to go ahead (\$). \*

Must be a number.

Specify the minimum amount of Penrith City Council grant funding required for your activity to go ahead.

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**Please provide a short overview of how your activity would change if you received partial funding. \***

## 7.0 Payment Details

\* indicates a required field

If application is successful, the details provided in the section below are required for payment of funds. Should you have an auspice, answer questions with auspice details.

Please note, Council is not liable for lost payment due to incorrect details.

Council standard payments terms are 30 days from funding approval subject to all paperwork being filled out correctly and EFTSURE performing mandatory check with the company prior to being registered with Council as a supplier. Remittance advice will be emailed to the email address provided when the payment has been made.

### **Bank Account \***

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

If an auspice is engaged, details for auspice should be provided.

## 8.0 Supporting Documentation & Declaration

\* indicates a required field

### Supporting Documentation

Attach a file:

Applicants must supply a copy of their Public Liability Insurance (PLI) for a minimum of \$10 million upon submission of the Application Form. If you have an auspice, you will need to provide a copy of your auspice's PLI. If the applicant does not have PLI, the applicant may use grant funds to cover the cost of obtaining PLI. However, quotes from insurers for PLI for a minimum of \$10 million must be included and reflected in the Application Form budget. Please also attach relevant licences, insurances, approvals, clearances etc, as relevant, that will enable you to carry out your proposed activity.

### Declaration

I declare that:

- The information contained in this application is true and correct.

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- I am an authorised representative of the applicant, legally empowered to enter into contracts and commitments on behalf of the applicant.
- I have read, understood and agree on behalf of the applicant to abide with the Local Creativity Grant guidelines
- I am authorised by the applicant to submit this application.
- I give consent to Penrith City Council to make public the details of the applicant and the funding received, should this application be successful.

### I understand and agree to the declaration above \*

- Yes  
 No

### Full Name \*

### Position \*

### Application Date \*

Must be a date.

## 9.0 Survey

\* indicates a required field

How satisfied are you with the following:

1 = not at all satisfied, 5 = very satisfied

### Information about grants e.g. grants webpage, grant guidelines etc. \*

- 1       2       3       4       5

### Community Funding Program \*

- 1       2       3       4       5

Grants on offer.

### Application Form \*

- 1       2       3       4       5

### Did you attend a grants writing workshop offered by Council? \*

- Yes  
 No

### Did you discuss your idea with a Council officer? \*

- Yes  
 No

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**How satisfied were you with the support from Penrith City Council? \***

- N/A       1       2       3       4       5

**How did you hear about Penrith City Council's grants? \***

- Council website  
 Network/Interagency  
 Word of mouth  
 Social media  
 Other:

Select one only.

**Would you apply for another Penrith City Council grant? \***

- Yes  
 No

**Do you wish to receive email correspondence on Council matters which may or may not include grants? \***

- Yes  
 No

**Additional Comments**

### Please Contact Council

\* indicates a required field

**Based on your answers to previous questions you are not eligible to apply for this grant or your proposed activity is ineligible. Please get in touch with Penrith City Council to discuss your applicant type and/or proposed activity. Cultural Strategy Officer - [Cultural.Strategy@penrith.city](mailto:Cultural.Strategy@penrith.city) or 4732 7777. \***